

JOB DESCRIPTION

Position Title	Special Needs Coordinator
Position Reports to:	CM Director
Department:	Children's Ministry
Schedule (may vary)	5 hours, mostly weekend hours

General Description

To coordinate our buddies program for special needs children. This person will assess the needs of special needs kids, recruit and schedule buddies, communicate with parents, and ensure that buddies are trained and that kids are receiving appropriate support.

Specific Duties and Responsibilities

- Maintain a roster of special needs buddies
- Recruit and screen new buddies
- Provide appropriate training to buddies on a case-by-case basis
- Observe children in classrooms who may need extra support and determine the kind of support they need
- Communicate with the parents of kids who we have determined need buddies
- Set up initial contact between buddy and the family, and explain the need for regular, ongoing communication between both parties
- Attend Children's Ministry Staff meetings (approx. 5-6 times a year)

Knowledge & Skills Required for the Job

- Experience working with special needs children and their families
- Ability to train others to best support special needs kids
- Positive attitude and ability to recruit and draw volunteers into the ministry
- Excellent organizational and communication skills
- Ability to respond to parent questions and concerns while consistently remaining kind and calm
- Passion for working with children

Desirable Qualifications

- Maintain a personal relationship with Jesus Christ
- Be a committed part of North Coast Calvary Chapel, attending worship services regularly
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer

Work Environment

- Can be chaotic and loud at times
- Necessitates dealing with multiple tasks at once
- Potential issues with sick and injured children

Physical Requirements

- Repeated lifting and bending for set up and take down of check-in equipment
- Able to move between check-in locations quickly as needs dictate
- Sitting - at a desk (regularly)
- Walking (frequently)

- Stairs (occasionally)
- Standing (long periods of time)
- Typing – computer keyboard
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)